Honoring America's VETERANS

PHOENIX VETERANS DAY PARADE

Honoring America's Veterans

PARTICIPANT POLICY & STANDARDS MANUAL

An Arizona 501(c)(3) Nonprofit Organization

Table of Contents

About Veterans Day 3
About Honoring America's Veterans 3
Purpose of This Manual 3
Parade Participant Policy 4
Eligible Entry Categories 4
Organizations Supporting Veterans 5
Entry Approval 5
Committee Authority 6
Phoenix Veterans Day Parade Entry Standards 6

About Veterans Day

Veterans Day, observed on November 11 in the United States, recognizes and thanks all who served honorably in the military during war or peace. The day is especially intended to thank living Veterans for their service, acknowledge their support of national security, and recognize the sacrifices made to preserve our freedoms.

Veterans Day was first known as Armistice Day and was established by President Woodrow Wilson in 1919 to honor the signing of the Armistice that ended World War I. The signing took place on the 11th hour of the 11th day of the 11th month in 1918, giving significance to the date and time. In 1954, after the Korean War, President Dwight D. Eisenhower changed the name to Veterans Day to honor all Veterans.

About Honoring America's Veterans

Honoring America's Veterans (HAV) is an Arizona nonprofit organization dedicated to honoring the service and sacrifice of our nation's Veterans through education, recognition, community engagement, and patriotic events.

As the producer of the HAV Phoenix Veterans Day Parade, HAV works in partnership with the City of Phoenix and numerous community organizations to present one of the nation's premier Veterans Day celebrations.

Mission Statement

The mission of the HAV Phoenix Veterans Day Parade is to honor the contributions of our United States Veterans while building a patriotic community spirit that recognizes the sacrifices Veterans have made in defense of our nation and the freedoms enjoyed by all Americans.

Parade Philosophy

The HAV Phoenix Veterans Day Parade exists for one purpose: to honor America's Veterans. Every decision the HAV Parade Committee makes is measured against this mission.

The parade is not intended to serve as a political platform, commercial exhibition, or public demonstration. Organizations participating in the parade are expected to contribute positively to this mission through respectful, patriotic, and Veteran-centered presentations.

Purpose of This Manual

The Honoring America's Veterans Phoenix Veterans Day Parade Participant Policy & Standards Manual establishes the participation requirements, operational standards, and governing policies for all organizations, businesses, individuals, and units requesting to participate in the Phoenix Veterans Day Parade.

This document is intended to:

- Preserve the mission and integrity of the parade.

- Ensure a safe and enjoyable experience for participants and spectators.
- Establish fair and consistent standards for participation.
- Provide transparency regarding the parade entry review process.
- Maintain the high level of professionalism expected of the HAV Phoenix Veterans Day Parade.

Participation in the parade is an approved opportunity to help honor America's Veterans and is subject to approval by Honoring America's Veterans (HAV).

This manual is organized in two parts. The first part explains HAV's parade mission, participation priorities, eligibility categories, and application review process. The second part lists the entry standards that approved participants must follow before and during the parade.

Parade Participant Policy

With this mission and purpose in mind, the HAV Phoenix Veterans Day Parade welcomes organizations and individuals whose participation advances the parade's mission of honoring Veterans. Because the parade operates within a fixed route, limited staging capacity, public safety requirements, and municipal permit restrictions, participation opportunities are limited.

Accordingly, participation is based upon:

- Mission alignment
- Operational requirements
- Public safety
- Available parade capacity
- Overall parade balance
- The Committee's determination of what best serves the parade experience

Supporting Veterans is greatly appreciated; however, because participation space is limited, support alone does not automatically qualify an organization for parade participation.

Organizations that do not meet the established participation categories are encouraged to support the parade through sponsorship, volunteer service, or other partnership opportunities offered by Honoring America's Veterans.

Eligible Entry Categories

The following organizations are generally eligible to request participation:

- Official government representatives invited by HAV
- Parade dignitaries and honorees
- Active-duty military units
- Reserve components
- National Guard
- Military academies

- Veterans Service Organizations
- ROTC
- JROTC
- Military bands
- Parade sponsors with eligible participation benefits
- Approved novelty units
- Approved Military vehicle units
- Historical military organizations

Organizations Supporting Veterans

Honoring America's Veterans recognizes that many nonprofit organizations, businesses, and community groups provide valuable services and support to Veterans.

Because participation opportunities are limited, these organizations are encouraged to support the parade by becoming Parade Sponsors. Sponsorship allows them to demonstrate their commitment to Veterans, receive meaningful recognition, help fund the parade, and preserve the long-term success of one of Arizona's premier Veterans Day traditions.

Entry Approval

Submission of an application does not guarantee acceptance into the parade. The Parade Committee reviews each application individually.

Applications are evaluated based on:

- Mission compatibility
- Safety considerations
- Space availability
- Operational needs
- Entry diversity
- Historical participation
- Overall contribution to the parade

The Parade Committee may approve, deny, or conditionally approve any application.

Committee Authority

To protect the parade's mission, safety, timing, and public presentation, HAV determines participant eligibility, parade placement, operational requirements, and final approval of all entries.

The Committee reserves the right to:

- Limit the number of participants

- Modify parade lineup
- Combine similar entries
- Require changes to an entry presentation
- Remove an entry that does not comply with parade policies
- Decline any application that is inconsistent with the parade's mission or operational requirements

Parade Committee decisions are final.

PHOENIX VETERANS DAY PARADE ENTRY STANDARDS

The following entry standards apply to approved participants and are intended to protect the parade's mission, safety, timing, and overall presentation.

1. INTENT AND PURPOSE: The meaning and purpose of the Phoenix Veterans Day Parade are to honor our nation's Veterans by respectfully and positively recognizing their military service in the Armed Forces (Army, Navy, Air Force, Marines, National Guard, Coast Guard, Merchant Marines). Any individual or unit whose presentation is determined to be inconsistent with this parade's theme may be denied participation. The parade may not be a platform for any other issue or cause.

2. ENTRY REQUEST/ACCEPTANCE: Entrants must be invited to complete a HAV Phoenix Veterans Day Parade Entry Application Form. Entries MUST include the attire the unit will wear for the parade and the items the unit will carry or display. All entries are subject to approval by the Phoenix Veterans Day Parade Team to ensure adherence to the standards and guidelines. Missing information on the entry form may delay approval. Entries will be notified of acceptance or declination.

3. SIZE LIMITS: Each parade entry is limited to 150 members (except bands). Entries larger than this that wish to participate in the Phoenix Veterans Day Parade will be split into two or more separate units to create a steady flow for the overall parade.

4. MINIMUM AGE LIMITS: Because of the parade route's length and pace, children marching must meet the minimum age requirement of 13 years old.

5. TRASH (PACK IT IN AND PACK IT OUT): Entrants must ensure that all garbage generated by their entry while in the staging and de-staging areas is disposed of properly. This requirement includes staging materials such as decorations, wooden pallets, paper, and empty water bottles. Trash bins are provided, and entrants are asked to use these disposal areas.

6. ESCORTS: If a unit needs official escorts, the escorts must be part of that parade unit. Official escorts participating in the parade are limited to five per 50 people, with a maximum of 15 escorts for a 150-person entry. Escorts MUST wear patriotic attire and be part of a marching unit.

7. SAFETY AND COURTESY: Entries should always participate in the parade courteously and with safety in mind. Parade entry members riding on a float must be securely fastened to the float with safety harnesses. All vehicle entries must display proof of current insurance, and each driver must have

a valid driver's license to participate. Licenses and insurance may be randomly checked before the parade begins moving.

- *For safety reasons, throwing anything from the parade route into the crowd is prohibited. Handouts or giveaway items must be listed as part of your entry. If you are handing out items, you must walk to the spectators, hand out items individually, and keep pace with your entry.*

8. ELIGIBILITY FOR JUDGING: Entries can be judged for parade awards. Entries will be judged on presentation along the entire two-mile parade route. Any entry that fails to adhere to the parade standards and guidelines will be disqualified from eligibility for all awards. Depending upon the infraction, the entry may also be suspended from participation in future parades.

9. ENTRIES SHALL NOT STOP IN THE PARADE: For any reason other than an emergency. This includes precision or drill unit presentations, gymnastics, and similar demonstrations that interrupt forward movement.

- *Please note that stopping along the parade route creates gaps in the parade, creates safety concerns, and can disrupt the overall event.*

10. ANIMAL WASTE: All animal units, including equestrian and canine units, must have appropriate waste-removal methods, such as diapers or pooper-scoopers. These units are responsible for ensuring cleanup in the staging area, along the parade route, and in the de-staging area. All entries with animals must ensure that animal waste is packed out with their entry or disposed of safely and appropriately. Failure to do so may result in disqualification for awards and may affect future entry status.

11. THEME: The theme of the HAV Phoenix Veterans Day Parade changes each year and is chosen to honor Veterans through patriotic and uplifting parade entry displays. All entries must align with that theme and may not use the parade as a platform for any other issue or cause, including political campaigns.

12. APPAREL: Parade apparel must be appropriate to the parade theme. For example, Reserve Officer Training Corps participants should be in uniform, novelty units may wear pom attire, and Pearl Harbor Veterans may wear Aloha attire. DOD standards allow those on active duty, active reserve, or on orders to be in uniform, and retired members' uniform wear is optional but highly preferred in keeping with the theme. Please note: Flag etiquette prohibits wearing the American flag as clothing.

13. MUSIC: Bands MUST play music along the entire length of the two-mile parade route. Bands are also strongly encouraged to play patriotic and military marches. The music should be played during the entire parade for the enjoyment of all spectators.

- *Any entrants using music, videos, or other copyrighted materials (collectively, the "Materials") are responsible for obtaining any permissions, authorizations, and/or licenses required to use or perform such Materials.*

14. VEHICLE AND FLOAT DECORATIONS: Vehicles in the parade should be either historically significant military vehicles or have a Veteran connection. If not, they must provide a service to the parade, such as carrying a grand marshal, novelty participant, or VIP. ALL civilian vehicles shall be decorated in a patriotic theme to bring more attention to our Veterans' service. Tow vehicles for floats or other entries should also be decorated in a patriotic theme. Vehicles shall maintain the parade pace.

15. POLITICAL CANDIDATES: As a 501(c)(3) organization designated by the IRS, HAV cannot endorse or appear to endorse any political candidates. Therefore, candidates may not participate in the parade, and there may be no demonstration of support for any candidate. HAV is responsible for inviting duly elected political dignitaries to participate.